



Achilles Procurement Services

Training
Spring / Summer 2012





services for professional procurement
be better informed, make better decisions

Procurement Training

Overview

Due to its ever-changing nature, procurement can be a complex activity. Achilles Procurement Services has been a leading provider of specialist procurement training since 1997.

Case-law can change the face of the directives, so to maintain commercial benefits and value for money while minimising the risk of challenge, it is vital that procurement professionals are kept up-to-date with changes.

Achilles trainers have over 100 years of combined experience and have designed the courses to deliver interactive training workshops and seminars which provide a practical understanding of the key areas.

To book online or find out more about our courses please visit our website www.achilles.ie

2 Day Course (9.30am – 5pm each day)

- Understanding the European Public Sector Procurement Rules

1 Day Courses (9.30am – 5pm)

- National Tendering
- Preparing Tender Documentation
- Framework Agreements

Breakfast Briefings (1 ½ hours)

- Smarter Procurement Initiatives
- Technical Specifications
- The Contract Award Phase
- Service Level Agreements

Regional Sessions (4 x ½ days)

- Day 1 morning ~ Selection & Award Criteria
- Day 1 afternoon ~ Remedies and Notifications
- Day 2 morning ~ Competitive Dialogue
- Day 2 afternoon ~ Framework Agreements

Who should attend these courses?

- Procurement Specialists and Buyers
- End Users
- Budget Holders
- Commercial Managers
- Contract Administrators
- Project Managers
- Technical Specialists
- Internal Auditors
- Internal Legal Advisors
- External Legal Advisors

In-House Training

In addition to the open courses listed above, Achilles also offers a range of in-house courses tailored to meet the specific needs of each contracting authority. These courses can be based either on the open courses or on any other topics of interest to the authority in question.

Trainers

- Lionel McCarthy
- Jeanne Copeland
- Gerry Mulligan
- Brendan Murray



CPD Points

Continuing Professional Development (CPD) points are now available for all these training courses. Achilles is a registered trainer with Engineers Ireland.





services for professional procurement
be better informed. make better decisions

Courses

NATIONAL TENDERING

Aim of Programme

Given the substantial procedural requirements that govern the award of above-threshold contracts, it is easy to underestimate the complexities inherent to national value procurement. With this in mind, Achilles has formulated a training course that takes account of the practical difficulties faced in conducting competitions for comparatively low value contracts. Focussing on the requirements of national guidance and the obligations imposed by the Treaty Principles, this course will equip you with the skills required to engage in day-to-day procurement in a compliant manner.

Duration: 1 Day (9.30am – 5pm)

Topics

- National Guidelines and Circular 10/10
- Procedures
- Questionnaire and Invitation to Tender
- Timescales
- Aggregation
- eTenders Notices
- Framework Agreements / Panels
- Selection and Award Criteria
- Notification of unsuccessful parties
- Case Study
- Questions and Answers

PREPARING TENDER DOCUMENTATION

Aim of Programme

This programme will explain the basic documents to be included in any tender pack so that tender documents are clearly understood and result in efficient administration of the tender process. A comprehensive pack of templates will be provided. After this course, participants will be in a position to assemble a comprehensive procurement file, suitable for internal review and external auditors.

Duration: 1 Day (9.30am – 5pm)

Topics

- Overview of the Procurement Rules
- Notices
- Questionnaires
- Specifications - Instructions to Tenderers - Pricing Schedules
- Forms – Declarations, Forms of Tender, Statutory Obligations
- Letters of Regret and Award
- Evaluation Sheets – Expressions of Interest and Award Criteria
- Tender Report Forms
- Recommended File Structure
- Retention of Documentation
- Questions & Answers

FRAMEWORK AGREEMENTS

Aim of Programme

This programme will give experienced procurement professionals a fuller understanding of when and how framework agreements can best be used. It explains the mechanisms for establishing and operating framework agreements and deciding whether single or multiple operator frameworks are appropriate in any given case.

Duration: 1 Day (9.30am – 5pm)

Topics

- Overview of the Procurement Rules
- Establishing the Framework
- Choice of Procedure
- Single versus Multi Party
- Awarding the Framework
- Operating the Framework
- Cascade Procedure
- Mini-Tender Procedure
- Terms and Conditions
- Dos and Dents
- Questions and Answers

UNDERSTANDING THE EUROPEAN PUBLIC SECTOR PROCUREMENT RULES

Aim of Programme

This programme will provide a detailed analysis of the requirements of the Public Sector and Utility Directives 2004/18/EC and 2004/17/EC and the corresponding Irish regulations. Participants will be provided with a clear understanding of the national and EU procurement regimes, equipping them with the skills necessary to carry out contract award procedures successfully. Particular emphasis will be placed on selection and award criteria, rules, weightings and evaluations as well as the various procedures available. In addition, the impact of the Remedies legislation and notification requirements will be explained.

Duration: 2 Days (9.30am – 5pm each day)

Topics DAY 1

- Rules and Principles
- Circular 10-10
- Contracts versus Frameworks
- Defining Supplies, Works and Services (incl. Priority and Non-Priority Services)
- Thresholds and Calculating Contract Values
- Procedures and Timescales
- National and OJEU Notices
 - PINs
 - Calls for Competition
 - Award Notices
- Questions and Answers

Topics DAY 2

- Choosing the best selection criteria
- Setting weightings and minimum levels
- Evaluating criteria under various procedures
- Rules on specifications
- Setting award criteria and weightings
- Tender evaluation including scoring cost
- Scoring and records to be kept
- Remedies and Standstill
- Tender Reports
- Case Study
- Questions and Answers



services for professional procurement
be better informed, make better decisions

Procurement Breakfast Briefings / Regional Sessions

Achilles is building on the success of the Breakfast Briefings by introducing some new topics in 2012 such as Service Level Agreements and Specification writing. In addition we are responding to demands for regional events and are launching a 4 session regional event for Cork and Galway. This 2 day training programme is divided into 4 distinct subjects with clients having the flexibility to attend one or more of the sessions.

Breakfast Briefings

Smarter Procurement Initiatives

- Spend information and data analysis
- Sourcing strategies
- Strategic planning and supply market research
- Category management
- Capability development and teamwork

Technical Specifications

- Scoping the requirement
- Catering for options
- Internal challenge process
- Avoiding material changes
- Options when you can't define the requirement

The Contract Award Phase

- What to record in tender evaluations
- Dealing with self-declaration
- Notifying tenderers
- Handling requests during Standstill
- Formal conclusion of contract

Service Level Agreements

- When and why to use an SLA
- What is in "The Agreement"
- What is being measured
- How to measure
- Using for continuous improvement

Regional Sessions

Day 1 morning ~ Selection & Award Criteria

- Setting selection criteria rules and weightings
- Evaluating financial and technical capacity
- Setting award criteria rules and weightings
- Evaluating tenders
- Clarifications

Day 1 afternoon ~ Remedies and Notifications

- Key elements of the Remedies legislation
- Obligations regarding unsuccessful candidates and tenderers
- Ineffectiveness and Voluntary Ex Ante Transparency Notices (VEAT)
- Risks with personal debriefing
- Mitigating risk of challenge

Day 2 morning ~ Competitive Dialogue

- Use of Technical Dialogue
- Variants
- The Competitive Dialogue Procedure
 - The Descriptive Document
 - The Dialogue Phase
 - The Tender Phase

Day 2 afternoon ~ Framework Agreements

- When to use
- Single versus multi-party
- Establishing the framework
- Awarding contracts under the framework – cascade / mini-tender
- Framework terms and conditions



Achilles Procurement Services Limited

1 Harmsworth, Greenmount Office Park, Harolds Cross, Dublin 6W, Ireland.

T: +353 (0)1 4020114 F: +353 (0)1 4020110 E: training@achilles.ie
www.achilles.ie / www.achilles.com

